INTEGRATING CAIR INTO YOUR OFFICE WORKFLOW

MAXIMIZE OFFICE WORKFLOW
CAIR staff can help you determine the best way to integrate CAIR into your routine workflow.

START DISCLOSING TO PATIENTS
All patients whose records will be shared in CAIR must receive a one-time disclosure notice. CAIR staff can discuss the best option for your site:
- ✓ In-person
- ✓ Mass mailing
- ✓ A combination of both

COMPLETE USER ACCOUNT SET-UP
Provide information to CAIR staff to establish a provider account and a user account for each CAIR user at your site.

Note: User account set-up must be completed before staff can use CAIR.

ARRANGE CAIR TRAINING
CAIR staff will provide training on how to use the immunization registry. Once you’re a CAIR user, Help Desk support is available weekdays 8:00am to 5:00pm.

GET PATIENT RECORDS INTO CAIR
Review the options with CAIR staff on how your patient records will be entered into the registry. CAIR works well even if you:
- ✓ Enter manually
- ✓ Use electronic data transfer, or
- ✓ A combination of both

FOLLOW-UP & ADVANCED FEATURES
Over time, the CAIR team will help:
- ✓ Answer follow-up phone calls
- ✓ Troubleshoot data quality issues
- ✓ Provide additional training, as needed, to use advanced features (e.g., reminder/recall and vaccine inventory)

Your questions answered!
Contact CAIR Help Desk
800-578-7889
IMM-1025 2/11